

PART TIME VETERANS' COURT APPOINTEE

17th Judicial District Court Redford, Michigan

The 17th Judicial District Court, located in Redford, Michigan, seeks qualified applicants for a Part Time Veterans' Court Appointee. This is a grant-funded contract employee position. The supporting grant terminates on 30 Sep 18. The successful candidate's tenure could potentially be continued beyond 30 Sep 18 contingent upon satisfactory performance and continued or supplementary grant funding.

Typical working hours for this position occur between 8:30 AM and 4:30 PM each workday, although occasional work may be performed after 4:30 PM on weekdays or on weekends.

Job Summary: Under the direction of the presiding judge of the Veterans' Court, performs Veterans' Court grant management and administrative work of some complexity and variety requiring independent judgment and decision-making, based upon knowledge of state and federal grant terms, conditions and procedures, as well as court procedures, policies, practices and Michigan Court Rules.

Examples of Duties:

1. Serves as first point of contact for justice involved veterans, acting as a liaison between the 17th District Veterans Court and both defense attorneys and transferring courts;
2. Coordinates and assists in the transfer of cases from other courts outside the jurisdiction of the 17th District Court;
3. Monitor Veterans' Court Team compliance with grant terms and conditions;
4. Assist with production of grant budget and grant financial reports;
5. Produce grant program performance reports as required;
6. Verify accuracy and maintain records of grant-related invoices for goods and services;
7. Monitor funds received and expenses incurred;
8. Act as the local DCCMIS administrator for Veterans' Court;
9. Ensure complete collection of participant data using the State of Michigan DCCMIS database;
10. Collaborate with the presiding judge of the Veterans' Court, the Veterans' Court Team and court administration to assure delivery of services to participants;
11. Provide effective and comprehensive communications with, and among Veterans' Court Team members, participants and other persons and entities associated with the Veterans' Court;
12. Coordinate and attend all team meetings;
13. Apply for grants to fund the program;
14. Other relevant grant-related duties as assigned by the Chief Judge, the presiding judge of the Veterans' Court or court administrator.
15. Attend all Veterans' Court docket hearings;
16. Assist with planning and coordinating Veterans' Court events;
17. Handle additional responsibilities at the direction of the Chief Judge and the Court Administrator/Probation Director as assigned;
18. Administer drug testing and Preliminary Breath Tests as required.

Minimum Requirements: The successful candidate must:

1. Be at least 21 years of age;
2. Have no felony or misdemeanor offense convictions;
3. Possess a valid driver's license;

4. Pass a criminal background check and drug test;
5. Pass testing requirements to be a certified LEIN (Law Enforcement Information Network) operator and recertify as applicable;
6. Possess a high school diploma or GED;
7. Be able to understand and follow oral and written instructions;
8. Be able to work independently and to set priorities to meet deadlines;
9. Be able to work well in a team environment;
10. Possess good organizational, filing, verbal and writing skills;
11. Possess strong public speaking skills;
12. Be computer literate and able to use Microsoft Office Suite;
13. Possess the ability to use sound judgment within established procedural guidelines;
14. Be able to learn federal and state grant program and financial reporting requirements and data collection methodology to complete required tasks in a timely manner;
15. Be capable of performing the work related in this posting.

Preferred Requirements:

1. Honorably discharged or retired veteran of the US Armed Forces;
2. Previous state or federal grant coordination and management experience;
3. Bachelor's or higher degree from an accredited academic entity, preferably in Law, Criminal Justice, Psychology, Sociology, Finance or closely-related field;

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Positions in this class typically require: stooping, kneeling, reaching, standing, walking, pushing, pulling, lifting, fingering files, grasping, talking, hearing, seeing and repetitive motions.

Duties require the ability to work at a computer keyboard and on the telephone for extended periods of time, operating standard office equipment requiring continuous or repetitive hand/arm movements and move and lift objects up to 20 pounds such as mail, files and supplies.

Sedentary Work: Positions in this class also require exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Compensation & Benefits:

This position is a contract position. The compensation for this position is \$20.00 - \$25.00 per hour based on experience. No benefits are offered.

Interested persons are invited to send an email expressing interest with an attached resume in .pdf, .doc or .docx format to Matthew Sawicki, Court Administrator of the 17th District Court at msawicki@redfordtwp.com.

Please put the phrase "Part Time Veterans Court Appointee" in the subject line of your email.

Persons determined to be candidates for this position by the 17th District Court will be contacted via email to arrange an interview.